

Where you find it



BALTIMORE COUNTY PUBLIC LIBRARY
320 York Road
Towson, Maryland 21204
410-887-6177
www.bcpl.jobs

VACANCY ANNOUNCEMENT

POSITION: Circulation Assistant II

HOURS: 25-30 hours per week, Department Hours- Monday-Friday, 8:30 a.m.-5:00 p.m.
Flexible scheduling

SALARY RANGE: \$8.74 - \$10.60 per hour

LOCATION: Administrative Offices
Marketing and Development Department

NATURE OF WORK: Proofreads documents for internal and external distribution. Writes and proofreads letters of correspondence. Maintains subscription database and files. Prepares mailings. Assists with writing copy for in-house newsletter. Types news copy. Answers telephone calls from both staff and the public. Logs projects into the Project Tracking Database. Provides clerical and computer support to the department and maintains files. Implements projects. Performs a variety of miscellaneous duties as required.

MINIMUM QUALIFICATIONS: Proofreading experience is a plus. Graduation from high school or equivalence certificate. Demonstrated competence with personal computer hardware and Microsoft Windows operating systems, knowledge of Microsoft Word and Excel.

ESSENTIAL REQUIREMENTS OF THE JOB: Excellent verbal and written communication skills. Proofreading experience is a plus. Ability to organize work and follow through on multiple details. Knowledge of the library and its policies and procedures is helpful. Flexibility, commitment to customer service and the ability to work with people of diverse backgrounds. Ability to work independently as well as a member of a team. Regular job attendance and punctuality. Must have physical ability to use a computer keyboard and telephone, to bend, to lift up to 25 lbs. and push and or pull book carts up to 50 lbs.

CONDITIONS OF EMPLOYMENT: May be asked to work evenings and weekends. Must be able to travel throughout the system to attend meetings. **This position requires a post-offer drug screen.**

HOW TO APPLY: Interested applicants must submit both application and resume referencing position title to Chris Trotter at the Baltimore County Public Library, Marketing and Development Department, 320 York Road, Towson, MD 21204 **no later than 5:00 p.m. July 16, 2008.** For further information call Chris Trotter at 410-887-6196.

DATE ISSUED: June 25, 2008
2008-053

BALTIMORE COUNTY PUBLIC LIBRARY

IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO DIVERSITY IN THE WORKPLACE. THE LIBRARY'S POLICY IS TO TREAT ALL EMPLOYEES AND APPLICATIONS EQUALLY AND WITHOUT REGARD TO THEIR RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY STATUS AS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY IS APPLICABLE TO ALL ASPECTS OF EMPLOYMENT, INCLUDING RECRUITMENT, HIRING, TRAINING AND PROMOTIONS. IF YOU NEED ASSISTANCE WITH ANY ASPECT OF THE APPLICATION PROCESS, PLEASE CALL THE HUMAN RESOURCES DEPARTMENT - 410-887-6177 OR

TDD-410-821-5705.

U.S. LAW REQUIRES ALL APPLICANTS TO SHOW PROOF OF IDENTITY AND RIGHT TO WORK IN U.S.